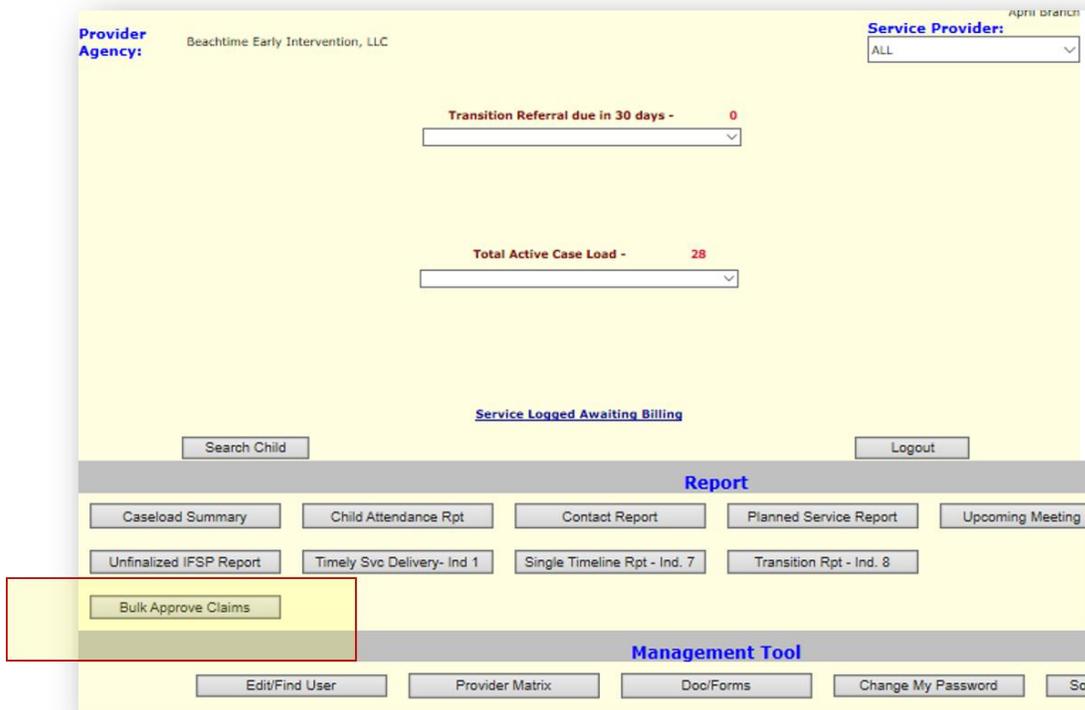


BRIDGES Bulk Approval Job Aid

This job aid describes the new process for approving and disapproving pending service logs for family training and service coordination. The *Bulk Approval* feature has been designed to expedite the approval/denial process for Agency Administrators of service coordination provider agencies.

Bridges Bulk Approval Process

1. When logged into BRIDGES as an Agency Administrator, select the *Bulk Approval Claims* button from the dashboard.



2. All pending claims (billable service logs) for T1016, T1018, and T1027 can be found on the bulk approval screen.

Bulk Approval For Pending Claims

[Home](#)

Select provider: Claim Date (Service Log Entry Date): to (Date range is default to last 30 days)

Pending claims for last 365 days: 6.

(After clicking on the button, all claims not marked as Approve/Disapprove will be approved.)

	Child ID	Child Name	Service Log ID	Service	Provider Agency	Service Date	Hour	Rate	Max EI Pmt	Payor 1	Billed Amount	Claim Date (Service Log Entry Date)	Approve Date	Note	Service Note	Correction/Addendum	Planned Period	Planned Setting	Intensity * Frequency	Delivered Setting
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320961	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/28/2019	0.75	80.00	60.00	Medicaid/Part C	60.00	10/31/2019		T-codes claim auto creation			10/20/2019 - 12/14/2019	Other (Phone, SC Office, Etc.)	1 X 1/Week	Other (Phone, SC Office, Etc.)
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320960	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/25/2019	0.25	94.08	23.52	Medicaid/Part C	23.52	10/31/2019		T-codes claim auto creation			10/20/2019 - 12/14/2019	Other (Phone, SC Office, Etc.)	1 X 1/Week	Home
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320959	T1027 - Family Training & Counseling (15 Min.)	April Plummer - Beachtime Early Intervention, LLC	10/23/2019	1	94.08	94.08	Medicaid/Part C	94.08	10/31/2019		T-codes claim auto creation			10/17/2019 - 10/31/2019	Home	1 X 1/Week	Day Care Ctr
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320958	T1018 - Family Training IFS Meeting	April Plummer - Beachtime Early Intervention, LLC	10/21/2019	1	94.08	94.08	Medicaid/Part C	94.08	10/31/2019		T-codes claim auto creation			10/20/2019 - 12/14/2019	Other (Phone, SC Office, Etc.)	1 X 1/Week	Home
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320962	T1027 - Family Training & Counseling (15 Min.)	April Plummer - Beachtime Early Intervention, LLC	10/18/2019	1	94.08	94.08	Medicaid/Part C	94.08	10/31/2019		T-codes claim auto creation			10/17/2019 - 10/31/2019	Home	1 X 1/Week	Home
<input type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHHGIS	1320957	T1027 - Family Training & Counseling (15 Min.)	April Plummer - Beachtime Early Intervention, LLC	10/17/2019	1	94.08	94.08	Medicaid/Part C	94.08	10/31/2019		T-codes claim auto creation			10/17/2019 - 10/31/2019	Home	1 X 1/Week	Home

Approval History in Last 10 Days:

Child ID	Child Name	Service Log ID	Service	Provider Agency	Service Date	Hour	Rate	Max EI Pmt	Payor 1	Billed Amount	Claim Date (Service Log Entry Date)	Approve Date	Approved?	Note	Service Note	Correction/Addendum	Planned Period	Planned Setting	Intensity * Frequency	Delivered Setting
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3. To process pending claims, complete the following steps:

A. Select provider from the dropdown.

- Claims will be sorted by provider in this report. It will be necessary to individually select each service coordinator in order to see the agency's claims for the children they serve.

B. Select desired date range.

- The range is based on service log entry date. The report defaults to the last 30 days but can be modified to display up to the past 365 days.

C. Click the *Display Claims* button.

- All pending claims in the chosen date range for the selected provider should be displayed.

DO NOT click the "bulk approve" button until you are ready to approve all claims! Once the bulk approve button is clicked, all claims not marked "disapproved" will be approved.

A

Select provider: Claim Date (Service Log Entry Date): to (Date range is default to last 30 days)

Pending claims for last 365 days: 6.

(After clicking on the button, all claims not marked as approved will be approved.)

Child ID	Child Name	Service Log ID	Service	Provider Agency

B **C**

Claim Date (Service Log Entry Date): to (Date range is default to last 30 days)

	Child ID	Child Name	Service Log ID	Service	Provider Agency	Service Date	HourRate	Max EI Pmt	Payor 1	B A
<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	145515	YPKFKNY FQHGIS	1320961	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/28/2019	0.75	80.00	60.00	Medicaid/Part 64 C
<input type="radio"/> Approve <input checked="" type="radio"/> Disapprove	145515	YPKFKNY FQHGIS	1320960	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/25/2019	0.25	94.08	23.52	Medicaid/Part 2 C

Select provider:

(After clicking on the button, all claims not marked as approved will be approved.)

Approval History in Last 10 Days:

4. Beside each service log, there will be *Approve* or *Disapprove* buttons. Agency Administrators may approve, disapprove or bulk approve claims.
 - A. Approve – To approve claims, the Agency Administrator can either select the “approve” button or leave both the “approve” and “disapprove” buttons blank.
 - After the list has been reviewed, they should click the “bulk approval” button.
 - Any services that are not marked “approve” or “disapprove” will be approved.
 - B. Disapprove – if service logs have errors, such as, an incorrect date of service, incorrect time, entered under the wrong child, wrong service was chosen (Special Instruction instead of Service Coordination), the pending claim should be disapproved.

- Claims that are disapproved will not be paid. If the service log had any of the above-mentioned errors and was disapproved, the service coordinator will need to re-enter the service log with the correct information in order to receive payment. The Agency Administrator or Service Coordinator should contact the Helpdesk to have the disapproved service logs deleted!

C. The claims will drop to the History section at the bottom of the screen.

145515	YPKFKNY FQHHGIS	1320961	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/28/2019	0.75	80.00	60.00	Medicaid/Part C	60.00	10/31/2019	11/01/2019	Approved	T-codes claim auto creation
145515	YPKFKNY FQHHGIS	1320960	T1016 - Service Coordination	April Plummer - Beachtime Early Intervention, LLC	10/25/2019	0.25	94.08	23.52	Medicaid/Part C	23.52	10/31/2019	11/01/2019	Disapproved	T-codes claim auto creation

5. Repeat this process for each Service Coordinator in the Agency.